



## Monthly Asymptomatic Resident COVID-19 Testing

### Scope:

This process applies to Skilled Nursing Facilities (SNFs) and Assisted Living Facilities (ALs). The State of Delaware will support long-term care (LTC) facilities by offering nasopharyngeal (NP), oropharyngeal (OP), or anterior nares test kits and specimen processing at the Division of Public Health Laboratory (DPHL). LTC facilities may choose to utilize other resources as determined appropriate.

### Procedure for using state resources:

1. LTC facility shall develop and implement an in-house plan to offer testing to all **asymptomatic** residents who have **not** previously tested positive for COVID-19. This monthly plan may need to coordinate with the designated day(s) for specimen drop off for DPHL. (The Division of Public Health will determine designated days for each facility.)
2. LTC facility shall submit SHOC Resource Request Form for number of test kits for a one month supply. Form is to be emailed to: [SHOC@delaware.gov](mailto:SHOC@delaware.gov).
3. LTC facility shall test interested residents monthly. All consents and declinations must be recorded on a [Long-Term Care Residents Consent Declination Form](#), or a similar form documenting consent/declination, and filed in the resident's medical record.
4. Follow one of the options for specimen processing:
  - a. Use a commercial lab to process tests, where the facility is responsible for all associated costs, **OR**
  - b. Use DPHL to process tests according to an established schedule.

To take advantage of test processing at DPHL, the below steps must be followed:

- 1) Submit "Asymptomatic Monthly Resident COVID-19 Test Processing at DPHL" Agreement Form (page 3) to [DPH\\_PAC@delaware.gov](mailto:DPH_PAC@delaware.gov). When received at SHOC, DPH will assign designated DPHL days and return the Form to the LTC facility.
- 2) Complete process for Laboratory Information Management System (LIMS) onboarding
- 3) Complete lab requisition process:

Prior to LIMS onboarding:	After LIMS onboarding:
Fill out <a href="#">DPH Lab Requisition Forms</a> for each specimen. Each requisition form for this process should be marked "RESIDENT SCREENING" at the very top of the form. <i>*It may be helpful to complete one requisition form with "standing" information (i.e., address, phone, city, state, etc.) and make copies.</i>	Complete specimen collection information in LIMS
Deliver specimen to DPHL.	Deliver specimen to DPHL.
Results will be sent directly to the ordering physician via fax within 72 hours after specimens have been received at the DPHL.	Results will be available in LIMS when processed.



5. Delivery of specimen to DPHL.

A. Drop off at a State Service Center (SSC):

- Make an appointment at SCC in advance to schedule drop off.
- Identify yourself as an LTC facility when dropping off specimens for DPHL.
- **Include a numbered list with first and last names of all individuals tested inside the sealed package with specimen.**

*\*It is the responsibility of the facility to drop off the specimens to the DPHL in Smyrna if the Courier pick up time was missed for the facility's designated day at the SCC.*

B. Drop off at DPHL - the deposit box / drop off flap is available 24/7.

State Service Centers (Monday-Friday)		
New Castle County	Kent County	Sussex County
Porter State Service Center 509 W 8 <sup>th</sup> Street Wilmington, De 19801  <b>302-777-2860</b> Courier pick up daily at 9:30 AM	Williams State Service Center 805 River Rd. Dover, DE 19901  <b>302-857-5000</b> Courier pick up is daily at 10:30 AM	Adams State Service Center 546 S. Bedford St. Georgetown, De 19947  <b>302-515-3174</b> Courier pick up daily at 9 AM
Hudson State Service Center 501 Ogletown Rd. Newark, DE 19711  <b>302-283-7587</b> , option 2 Courier pick up daily at 8:00 AM	Milford State Service Center 253 NE Front St. Riverwalk Shopping Ctr Milford, DE 19963  <b>302-424-7130</b> Courier pick up: M, W at 10 AM	Shipley State Service Center 350 Virginia Ave. Seaford, DE 19973  <b>302-628-6772</b> Courier pick up M, W at 8 AM

Division of Public Health Laboratory (DPHL)
Division of Public Health Laboratory 30 Sunnyside Rd, Smyrna, DE 19977 Phone: (302) 223-1520 Side door entry deposit box / drop off flap available for drop off 24/7

**Contacts:**

SHOC PAC: (866) 408-1899 ext. 2

[DPH\\_PAC@delaware.gov](mailto:DPH_PAC@delaware.gov)



## Asymptomatic Monthly Resident COVID-19 Test Processing at DPHL Agreement Form

Name of Agency \_\_\_\_\_

Administrator Name \_\_\_\_\_

Administrator Email \_\_\_\_\_

Our agency \_\_\_\_\_ agrees to the below conditions for utilizing the Division of Public Health Lab (DPHL) for Long Term Care (LTC) COVID-19 resident testing.

- Submit SHOC Resource Request Form to [SHOC@delaware.gov](mailto:SHOC@delaware.gov) for resident testing supplies (nasopharyngeal, oropharyngeal, or anterior nares swabs testing kits)
- Follow process for Laboratory Information Management System (LIMS) onboarding
- Abide by the designated testing schedule for the LTC facility
- If using State Service Center (SSC) Courier services for specimen delivery to DPHL: make an appointment at respective SCC to drop off specimens on designated dates; package specimen in sealed container or bag; and include a line list of all specimen in shipment.
- Deliver specimens to SSC on designated date and time. (If unable to make delivery time to SSC, it is the facility's responsibility to deliver the specimens to DPHL).

Failure to comply with these conditions may result in not having access to DPHL for test processing.

Please sign below and return to [DPH\\_PAC@delaware.gov](mailto:DPH_PAC@delaware.gov).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Designated Days for DPHL processing:	Drop off time on designated days:
	SCC: Prior to scheduled Courier pick up time DPHL: By 10:00 AM